

City of Commerce, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Maintenance Worker

Department: Public Works

Pay Grade: 102

FLSA Status: Non-Exempt

JOB SUMMARY

This position is primarily responsible for performing unskilled and semi-skilled work in support of the City's Public Works Department.

ESSENTIAL JOB FUNCTIONS

- Ability to understand and carry out oral and written directions.
- Assists with inventory control as well as supplies and materials ordering activities.
- Assists with pouring, spreading, leveling asphalt, concrete and gravel.
- Flags traffic as directed.
- Maintains buildings and equipment used by the department. Performs housekeeping duties as directed.
- Operates a push mower and tractor to mow grass.
- Operates a variety of equipment and hand tools such as a backhoe, boring equipment, trencher, sewer machine, jack hammer, tapping machine, mower, tamping machine, shovel, pickax, truck, and other related tools and equipment in the performance of duties.
- Performs grounds maintenance and repair work at the city operated cemeteries.
- Performs routine maintenance of equipment, including washing, checking fluid levels, and lubricating; performs minor equipment repairs.
- Picks up litter from roadsides and curbs.
- Washes and cleans city vehicles.
- Performs other related duties as assigned.

QUALIFICATIONS

Minimum Education and Experience:

High School diploma or equivalent.

Required Licenses or Certifications:

Possession of a valid Georgia Driver's license.

Additional Requirements:

Applicant must have a satisfactory motor vehicle report.

Knowledge, Skills and Abilities:

- Skill in the use of tools such as jackhammers, and various hand tools.
- Experience on a Zero Turn Mower and a Weed Trimmer
- Working knowledge of Tractors and Bush Hogs.

PHYSICAL DEMANDS

Must have sufficient physical ability and mobility to work in a field environment. The work consists of continuous outdoor activity, frequent standing, sitting, walking, squatting, bending, twisting upper body, climbing, exposure to extreme heat, cold, noise, mechanical hazards, fume/odor hazards, toxic waste/material hazards. Must be able to work in confined spaces; walk and work on slippery and uneven surfaces. Requires manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms. Must be able to walk occasionally for 6 to 8 hours per day or longer in necessary. Must have no impairments that limit work capabilities in year-round weather conditions. Must have no imitations that restrict shoveling of dirt for 6 to 8 hours per day. Must be able to climb ladders, crawl across pipelines, lift or carry 50 pounds while climbing ladder or steep banks. Must have no climbing or height restrictions up to 12 feet on a ladder or other equipment. Must have close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must have hearing ability sufficient to understand general in-person and telephone conversation.

WORK ENVIRONMENT

Work will typically be performed in an outdoor setting. While performing the functions of this position, the employee will be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional inclement weather. The work requires the use of safety devices such as masks, goggles, or gloves.

The City of Commerce has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Physician's Signature

Date